



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading & Certification Branch

MGC Instruction 904
January 9, 2007
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ORDERING EQUIPMENT

Purpose

This instruction outlines graders' procedures for ordering new or replacement equipment from the Meat Grading and Certification (MGC) Branch Office and returning used equipment.

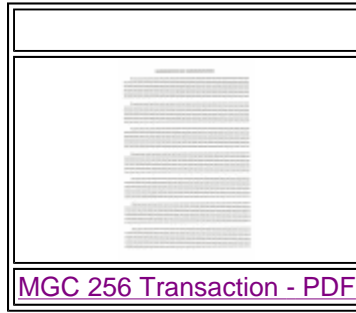
Procedures

Ordering

New or replacement equipment and supplies may be ordered from the MGC Branch Office by completing and e-mailing form MGC 256 Transaction, Report of Meat Grading Equipment Transactions, to the equipment officer (EO) at the MGC Branch Office.

Receiving

1. Inspect order for accuracy and completeness.
2. If applicable, wash old equipment to be returned and pack it in the same container the new equipment came in.
3. Sign original copy(s) of form MGC 256 Transaction included in the order.
4. Mail original form(s) and used equipment to the MGC Branch Office using the mailing label enclosed with the new equipment.
5. Be sure to keep copies for your records.
6. Contact the MGC Branch EO if you have any problems with your order.



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REPORT OF MEAT GRADING EQUIPMENT TRANSACTIONS																			
LOCATION		AREA OFFICE		FIRST NAME					MI	LAST NAME					DATE				
PURPOSE OF ACTION (Check applicable box)		<input type="checkbox"/> Equipment ordered from OFO		<input type="checkbox"/> Equipment returned to OFO		<input type="checkbox"/> Transfer →			TO:										
									FROM:										
PART I USDA SHIELD TYPE ROLLERS (Enter number counts as applicable)																			
ROLLER CODE		DATE SHIPMENT MAILED					NUMBER OF BOXES IN SHIPMENT					SPECIAL ORDER EQUIPMENT (Check applicable box)							
												<input type="checkbox"/> Export Rollers		<input type="checkbox"/> Yrlg Mutton		<input type="checkbox"/> Mutton		<input type="checkbox"/> Other	
QUALITY GRADE	NO CLASS	YIELD GRADES					QUALITY/YIELD GRADE APPLICATOR (PROTOTYPE)					Initials	CARCASS CLASS						
		1	2	3	4	5	NO CLASS	1	2	3	4		5	LAMB	VEAL	CALF	BULLOCK	OTHER	
Prime																			
Choice																			
Select																			
Good							YG												
Standard																			
Commercial																			
Utility																			
Cutter																			
Canner																			
TOTALS																			
PART II MISCELLANEOUS EQUIPMENT (Enter codes and/or number counts as applicable)																			
ITEM	ACCEPTED AS SPECIFIED		PRELIMINARY IDENTIFI-CATION	USDA SHIELD		YIELD GRADE BAND	GRADE BAND	CLASS BAND	GRADE IDENT APPLICATOR		PRELIMINARY GRADE IDENT		GOVERN-MENT LOCK	GOVERN-MENT KEY					
	CODE	COUNT	COUNT	CODE	COUNT	COUNT	COUNT	COUNT	COUNT	CODE	COUNT	CODE	COUNT	CODE	CODE				
METAL																			
RUBBER																			
REMARKS																			
SUPERVISOR											PHONE:								
CERTIFICATION		I have received the articles listed and certify that they are in my possession for use in official duties. I understand that I am responsible for the proper use and custody of these items.									MAILING ADDRESS AND/OR COMMENTS								
SIGNATURE																			
DATE																			
PRINT OR TYPE NAME																			